

## Meeting Notes, September 28, 1998 EMC Conference Call

### *Present:*

Dick Dye (GP Region)  
Becky Redhorse (EMC Assistant  
Project Manager)  
Kent Rosenlof (Y2K Coordinator)  
Gary Osburn (EMC Project Manager)  
Sharon Clark (EMC Administrative  
Specialist)

Al Bolin (PN Region)  
John Walp (EMC TAG)  
Jim Sewell (EMC TAG)  
Chris Zehnle (Y2K Contractor)  
Cliff Cunningham (LC Region)  
Lee Matuszczak (EMC TAG)  
Bruce Lonnecker (EMC TAG)

***Agenda Item 1:*** EMC inventory, testing, certification, and contingency planning updates.

*PN Region:* The EMC TAG was at Grand Coulee on September 2 and 3. The team went through the facility very thoroughly and identified a number of pieces of equipment that need to be checked out. The region's inventory forms are now in the Denver office and the region is 98 percent complete on its inventory. Grand Coulee staff have been encouraged to do contingency plans. Cost authority was set up two months ago. Becky asked Gary what Mike wants on the cost authority and Gary stated that Mike would like costs tracked as everyone goes through the process. Gary asked that for FY99 each region give a summary cost estimate, showing labor and non-labor costs.

*GP Region:* A group meeting was held and the members went over the EMC Draft Management Plan. Group members were asked to go back to their areas and discuss the plan with employees. Some cost data has been collected, approximately \$40,000 to \$45,000 and is expected to reach \$100,000. Contingency planning has been discussed in regards to each mission-critical device. An article will go into the region's paper, *Great Plains Talk*, on Y2K awareness.

*MP Region:* No representation

*LC Region:* They have received a letter from Valley Water District on Y2K. Some updates on office inventory forms have been received. Becky asked at what percentage has the region finished its EMC inventory. Cliff stated that Dean will get back to Becky on that.

*UC Region:* No representation.

***Agenda Item 2:*** Review and discussion of due dates for inventory and filling in inventory information gaps, validation, contingency plans, etc.

Becky gave upcoming due dates:

November 1, 1998	Contingency plans completed
November 1, 1998	Inventories completed
November 30, 1998	Cost estimates, by phase
January 1, 1999	IV&V work certification
March 1, 1999	All renovation work done (Repairs, replacements, retirements, etc.)

**Agenda Item 3:** Discussion/update on EMC Y2K compliance and motor or other Reclamation-owned vehicles. (See Osburn's October 5 memo, Clarification on Some EMC Issues).

Action item: Becky to send out direction on vehicles and Y2K reporting to Regional Coordinators

**Agenda Item 4:** Grand Coulee GAO report status.

There will be no individual draft GAO reports released, but a general one which will address Reclamation in general. Bolin reported that the audit was more of an educational process. The GAO auditors stated that members of Congress had asked them to go out and assess the impact on the utility industry, government and non-government.

**Agenda Item 5:** Shasta IV&V site inspection status.

There was a lot of discussion about the definition of the IV&V process to be used, based on the Reclamation-wide draft IV&V Policy. It was suggested that a "mini-meeting" be held to specifically discuss IV&V for the EMC program. Regional Coordinators, for example, wanted a better definition of "independent;" does it mean to hire a contractor? Kent stated that mission-critical devices must now have a vendor certification and a USBR certification form completed.

Action item: Report being drafted by Jim Sewell and Mike Eaker. Regional Coordinators are to direct Area Coordinators and other appropriate contacts to do a facility on-site exchange of personnel for resources needed for signing the IV&V lines on the certification document.

**Agenda Item 6:** Guidance for 2-digit versus 4-digit date for Y2K EMC compliance.

Gary stated that software will be 4-digit, but that exceptions will be made for stand-alone 2-digit systems that don't share data with 4-digit systems or where 2-digit data can be converted.

**Agenda Item 7:** Other topics.

Dick told the attendees that NERC had a meeting in Houston talking about "the great things" they're doing. He stated that there was a rebuttal to that, saying that NERC was not doing so well.

Becky inquired if anyone was using contractors for IV&V. At the meeting in Las Vegas, Mike Roluti said if anyone has a need for a contractor, please let him know.

The next EMC conference call will be Tuesday, October 13..